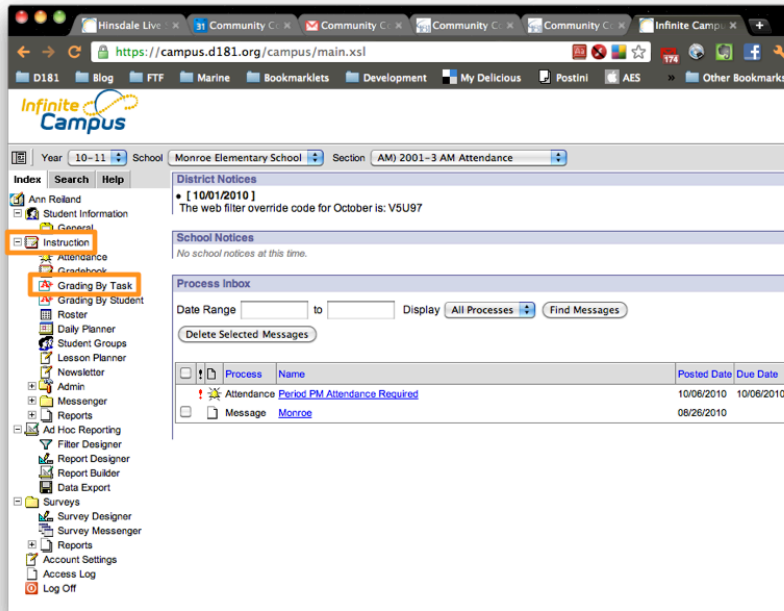
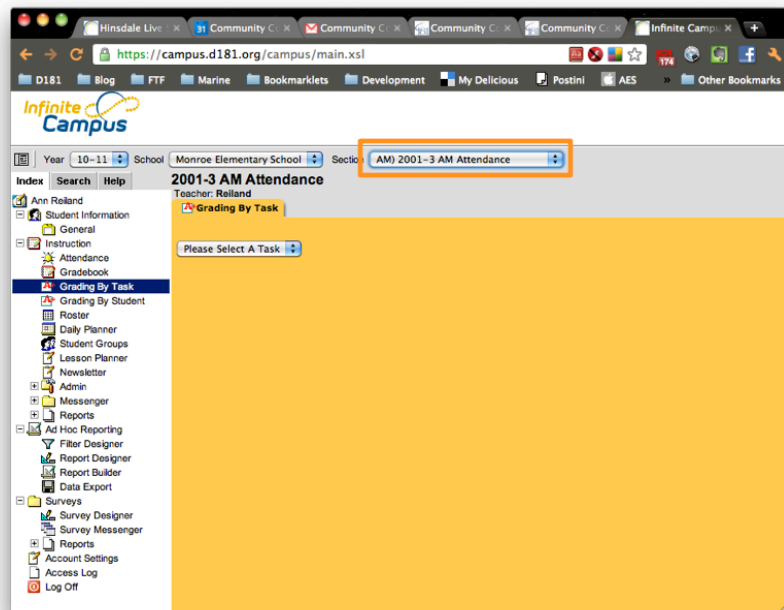


## Entering Student Grades - Process #1

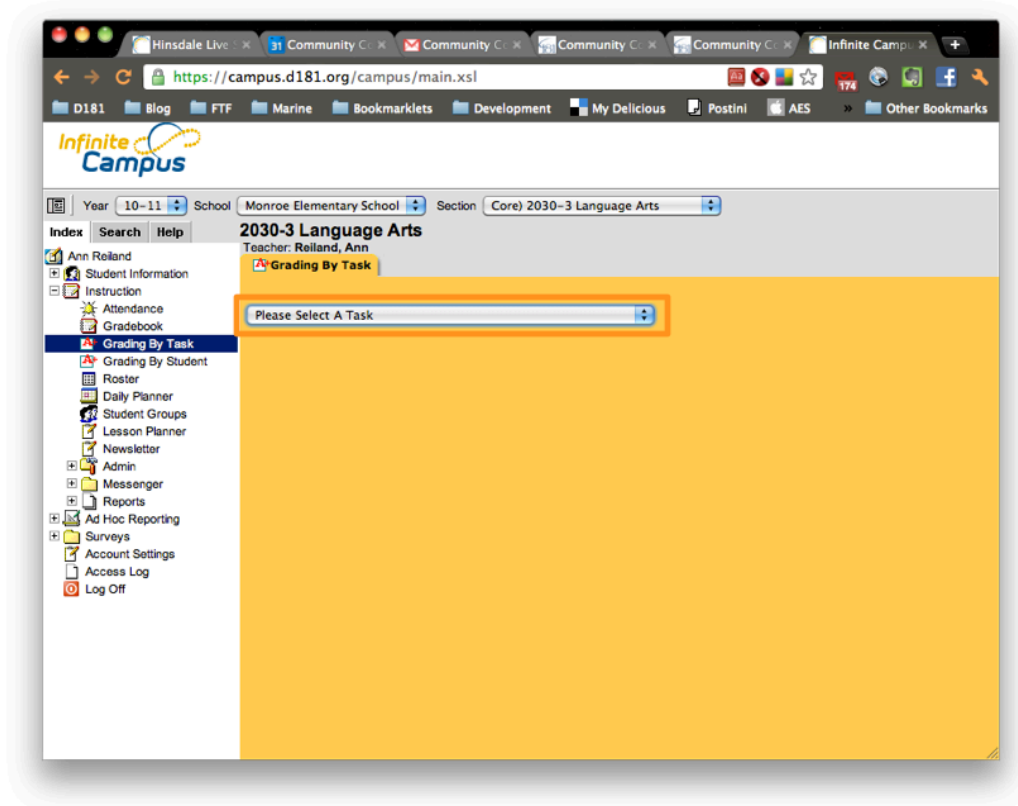
1. Login
2. Click on Instruction Module



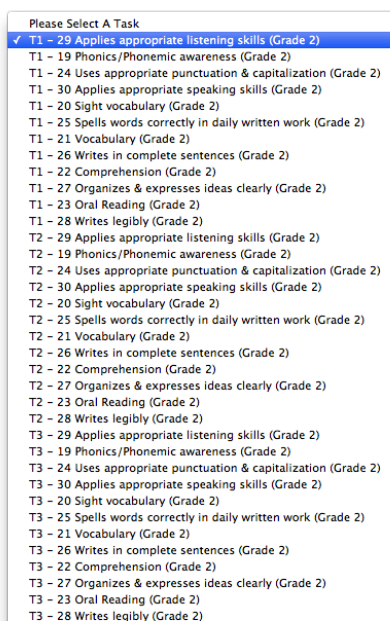
3. Click on Grading By Task



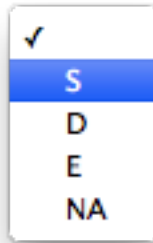
4. Select Class & Section



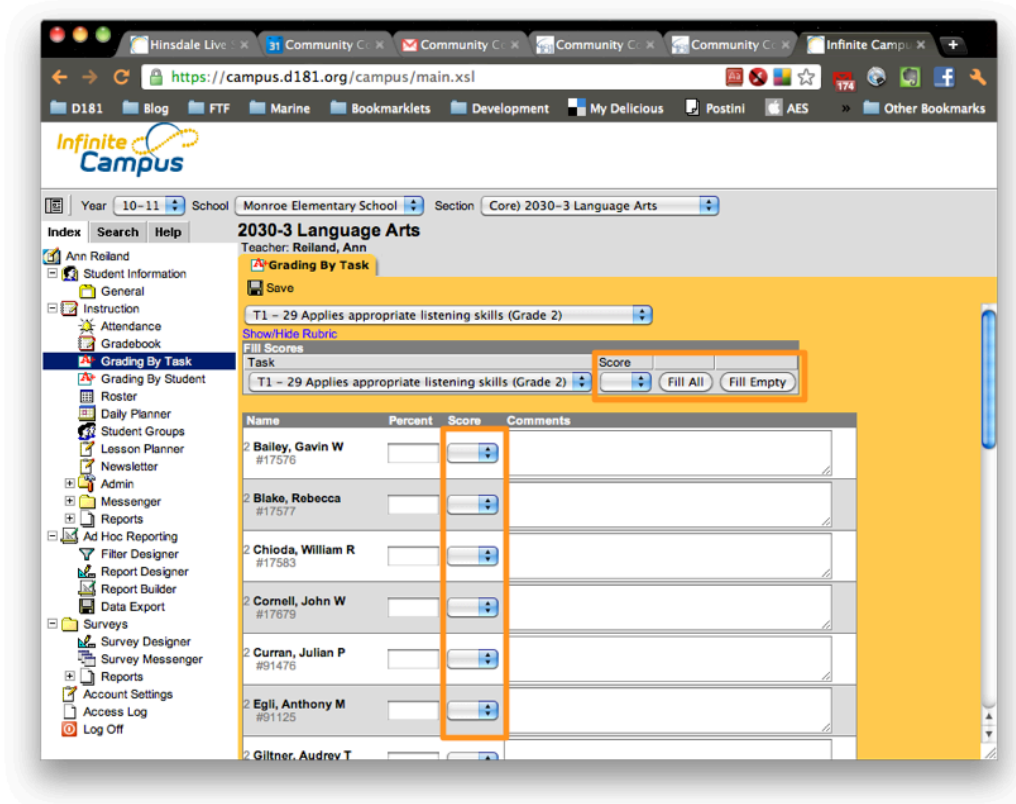
## 5. “Please Select a Task” Pull Down Menu



## 6. Select the standard you want to assess for T1 (T2) (T3)



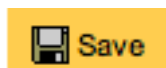
7. Pull down “Score” / Select a score
8. Choose “Fill All” to start with the same grade for everyone, then change the few that



need to be changed . . .

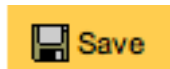
OR choose “Fill Empty” after you have filled in the few scores that will be different.

9. The comment section is not turned on and will not show up on the report card.



10. Be sure to SAVE every few steps. This is very important!

11. Pick the next standard. Repeat steps 7 - 10.



12. SAVE again.

13. When all standards are complete, move to next course by pulling down Course menu.

